

JOB DESCRIPTION

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| Post Title: Environment Analyst | | Service: Economy and Regeneration Service | | Office Use | |
| Grade: Band 7 | | Workplace: County Hall, Morpeth | | | JE ref: 3802 |
| Responsible to: Programme Manager (Great Northumberland Forest) | | Date: January 2021 | Job Family: Regeneration / Economic Development | | |
| Job Purpose: To provide the evidence base and rationale for the development and ongoing review of the Northumberland Natural Capital approach, to inform the development of the Great Northumberland Forest, Local Natura Recovery Strategy and other similar projects. To contribute to the case building and evidence requirements associated with the securing of external funding and subsequent monitoring and evaluation of environmental initiatives. To undertake appropriate research and information analysis on environmental issues and maintain relevant information and data management systems. | | | | | |
| Resources | | Staff | | | |
| | | Oversee support staff in a work programme area as required by the Economic and Inclusion Policy-Manager | | | |
| | | Finance | | | |
| | | Contribute to the efficient and effective running of the team, including the financial management of specific projects | | | |
| | | Physical | | | |
| | | Design, maintain and operate key policy and research systems for the Directorate | | | |
| | | Clients | | | |
| | | Ensure compliance with relevant legislation, council policies and procedures. | | | |
| Duties and key result areas: | | | | | |
| <ul style="list-style-type: none"> ● To provide the evidence base and rationale for the development and ongoing review of the Northumberland Environmental initiatives and to support the ongoing policy development from DEFRA and other organisations, in future land management approaches ● To contribute to the case-building and evidence requirements associated with the development of business cases and bids for external funding, and the subsequent monitoring and evaluation of those environmental initiatives that successfully secure that funding ● To undertake appropriate and ongoing research and information analysis on environmental issues, including developing habitat mapping, undertaking surveys involving the collection, input and extraction of data into and from databases and websites, and compile intelligence reports for publication ● To produce relevant and up-to-date environmental research reports, and promote their findings through information bulletins and briefing meetings with appropriate stakeholders ● To manage relevant environmental information on an ongoing basis and maintain a strong understanding as to the utility of those data sources, including via profiling tools, databases, analysis software (e.g. SNAP, SPSS, geographical information systems, and market testing tools ● To provide professional advice to and develop constructive working relationships with elected members, Corporate Directors and Heads of Service, on undertaking economic research and surveys, and in collecting, collating and analysing information ● To undertake and respond to ad-hoc enquiries and requests for environmental information including assistance and advice to colleagues/partners on data sources and data collection ● To inform the development of both the Council's corporate policy and performance framework, including supporting corporate benchmarking initiatives and providing analytical support to enable environmental data to be used more effectively ● To undertake/oversee specific professional and service-related projects or delivery initiatives in accordance with given terms of reference or objectives ● To identify opportunities and provide support for funding bids, grant applications and claims relating to externally funded projects and initiatives ● To assist in the appointment and management of the work of consultants and in the supervision and mentoring of any apprentices or trainees ● To actively promote and represent the interests of Northumberland and the County Council in relation to partnership development at a local, regional and national level as appropriate ● To assist to develop policy, procedures, delivery strategies, promotion and funding initiatives to bring the service's business plans and objectives into effect ● To undertake research, investigations, assignments and assessments as required and in accordance with service standards ● To contribute fully to the planning, delivery, monitoring and recording the outcomes of the Directorate's service plan | | | | | |

- To contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues
- To maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures
- To assist to monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations.
- To adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high-quality services.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

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| Physical requirements: | Sedentary office work with occasional need to stand, walk and lift. |
| Transport requirements: | Will involve travel to meeting venues, area offices or training venues throughout the County and further afield on occasion. |
| Working patterns: | Normal office hours but flexi-hours may apply if colleagues provide cover. Some attendance at evening meetings. |
| Working conditions: | Mainly indoors |

PERSON SPECIFICATION

| Post Title: Environment Analyst | Director/Service/Sector: Economy and Regeneration Service | Ref: |
|---|--|-----------|
| Essential | Desirable | Assess by |
| Qualifications and Knowledge | | |
| Degree, higher degree, professional qualifications in an environmental, land management or project management related discipline and/or NVQ Level 5 or equivalent standard in a relevant subject; plus, recent and relevant post qualification training, additional qualifications and experience in a relevant context. Evidence of having actively participated in substantial research tasks/projects in a relevant research and intelligence arena. Knowledge of the main theoretical, procedural and practical issues relating to the service including knowledge of farming and land management grant schemes, and the techniques to achieve environmental improvement and habitat connectivity. Basic knowledge of research, information and intelligence issues, techniques and best practice An awareness of current natural environment inter/national laws, regulations, policies, procedures, and developments. Understands the relationship between costs, quality, customer care and performance. Evidence of professional study and/or personal development. | A related technical qualification. Studying for a relevant professional qualification. Relevant management degree or post-graduate diploma e.g. MBA, DMS. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues. Thorough knowledge of research, information and intelligence issues and techniques, including data handling and sharing issues | |
| Experience | | |
| Recent experience in a relevant context and service. Experience in applying a range of relevant professional methods, tools and techniques. Recent experience in giving advice and counselling service users. Experience in engaging effectively with others and building productive partnerships. Experience of having undertaken tasks/projects | Experience working on environmental research, information and intelligence gathering Experience in using Microsoft Office and Oracle applications. Experience in project management. Experience of working with the public, voluntary and community, and business sectors | |

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| Experience of applying research techniques and models, including the undertaking of surveys and data acquisition | Experience of preparing, considering and submitting work proposals and specifications | |
| Skills and competencies | | |
| <p>Able to disseminate acquired knowledge.</p> <p>Ability to undertake the analysis of quantitative & qualitative data, draw appropriate conclusions, and present these to an audience.</p> <p>Effective IT skills and able to use ITC to achieve work objectives, including competent in the use of Geographical Information Systems programmes.</p> <p>Prepares written, verbal and other media that are rational, convincing and coherent.</p> <p>Able to work independently and take the initiative</p> <p>Effectively expresses own views using appropriate means depending upon the audience.</p> <p>Numerate and skilled at analysing/reasoning with complex statistics.</p> <p>Applies a methodical approach to problem solving.</p> <p>Negotiation skills and able to persuade others to an alternative point of view.</p> <p>Remains calm and logical in stressful and difficult situations.</p> | <p>Advanced IT skills.</p> <p>Has a professional approach to project/task management.</p> | |
| Physical, mental, emotional and environmental demands | | |
| <p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness with lengthy periods of enhanced concentration.</p> <p>Some contact with public/clients in dispute with the County Council.</p> <p>Some exposure to working outdoors.</p> | | |
| Motivation | | |
| <p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Dependable, reliable and keeps good time.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated</p> <p>Tackles problems systematically</p> <p>Works with little direct supervision and manages own time effectively</p> <p>Able to exercise discretion and seek advice when necessary</p> <p>Assists with the training and mentoring of less experienced staff</p> <p>Ability to work under pressure to meet deadlines</p> | | |
| Other | | |
| Able to meet the transport requirements of the post | | |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits